

Sb Secretary (Steno) CAF-345
11 Central Intelligence Agency
a. Office of the General Counsel

Position Allocation

Under general supervision of Assistant General Counsel, P-7, serves as secretarial assistant, with responsibility for performing a variety of duties, including the maintenance of liaison with Archives, registries, and reference services serving the Office of Special Operations. Relieves superiors of burden of office detail, enabling them to devote full time to professional and legal advisory functions.

Responsible for utilizing knowledge of office procedures and activities, and discretion with regard to security regulations in giving out background information on legal matters of the office, to qualified recipients during the frequent absence of superiors from office. Draws upon personal knowledge of subject under consideration, or searches for and withdraws desired data from files for verbal transmission to requester. On matters requiring decision or action by superiors, briefs same and presents to appropriate staff members.

Composes, and prepares for signature of superior, routine memoranda and letters, utilizing knowledge of OSO and CIA operational procedures. Maintains suspense file for information of superiors, verifies status of pending cases, preparing follow-up letters, and checking by phone to determine when action will be completed, or when requested information is to be forwarded.

Performs research in the office files, reference documents, and records, in order to draw together data for use by superiors in preparation of reports and opinions or in answer to informal queries. Maintains in accurate and up-to-date status files, records and publications for use by superior and other staff members. Files legal reference texts and Government publications, including Comptroller General's Decisions, Public Laws, Bureau of the Budget Circulars and Bulletins, and Federal Register.

Responsible for the organization and maintenance of a card index file of CIA-OSO publications by title, number, and date of publication, and by subject matter. Cross references material to provide an up-to-date index on all regulations.

Answers telephonic inquiries. During frequent absence of superiors, takes messages, makes appointments, and gives information to visitors.

Responsible for the processing of records originating in field installations, or branches of OSO, to Archives. Works closely with Archives personnel, furnishing them with supplementary information on cases currently under process within office. When determined necessary, performs research work in Archives in order to locate and draw together administrative, personnel, and financial data for use in settlement of legal claims and liquidation matters.

Takes and transcribes difficult dictation from superior, and from his assistant, covering activities of the office of

Assistant General Counsel as they relate to OSO activities and over-all Agency operations and intelligence matters. Dictation will include legal briefs, opinions, decisions, letters, memoranda, wills, contracts, regulations, etc. Prepares in final form for signature of superior a variety of correspondence, memoranda, etc.

Responsible for handling incoming mail, locating pertinent files, and routing material to members of staff. Prepares route slips or transmittal memoranda where necessary in the handling of outgoing mail. Maintains check on expendable and nonexpendable supplies and equipment. Prepares memoranda requesting the requisitioning of needed items by type and amount.

Performs related duties as assigned.